

Counselor II



Job Code: 3101
Grade: 120
Reports to: Homeless Advocate/Clinical Supervisor
Salary Range: \$33,172 - \$50,668
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs intermediate paraprofessional work counseling individuals and groups on substance abuse, homelessness, and mental health matters in the evenings, including crisis interventions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for monitoring and observing activities at facilities and protecting against potential hazards. The employee is expected to exercise discretion and diplomacy while ensuring compliance with security procedures. Position may also provide general counseling support to individuals on substance abuse, homelessness, and mental health matters, throughout the evening, including crisis interventions. Work is performed under the regular supervision of the Homeless Advocate/Clinical Supervisor.

ESSENTIAL FUNCTIONS

Providing security during the evening hours to ensure a safe haven for residents; monitoring and charting resident activities; preparing and maintaining files and records.

EXAMPLES OF WORK

- Provides and maintains security of the Wells/Robertson House, ensures safe haven.
- Implements established House rules and policies.
- Recognizes the need for intervention and may counsel residents or refers as needed.
- Documents and communicates with the resident's primary counselor any problem or progress areas identified.
- Conducts prearranged evening admissions and schedules discharges.
- Conducts unscheduled discharges for major rule infractions.
- Coordinates transportation of residents to and introduces new residents to AA and NA meetings.
- Serves as the primary counselor of residents as assigned.
- Assist with preparing counseling assessments and meets with assigned residents to monitor resident progress and chart biweekly or when necessary on progress in meeting master plan goals; general progress; problem areas; and special strengths.
- Assists with formulating master plan on assigned residents based on assessments from intake interview.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the philosophy, objectives, practices, and techniques of addictions counseling; knowledge of community orientation toward house programs; general knowledge of intake procedures; knowledge of the techniques and means of interviewing and investigating; ability to conduct interviews and investigations and analyze attitudes and behavior problems objectively; ability to counsel clients on sensitive problems and to communicate ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with personnel, clients, their families, and professionals, individually and in groups.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by six (6) months of progressively knowledgeable experience in chemical dependency, counseling, treatment, and rehabilitation; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires standing, walking, lifting, grasping, and repetitive motions..
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

Revised 12/14/2009

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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